

City of West Lafayette
Form 2 of 3

2013 Fuel Bid
Minimum Specifications

The City of West Lafayette is accepting bids for the fuel supplies listed below for the use of the City of West Lafayette. The West Lafayette Street Department has one (1) 2,000-gallon gasoline tank and one (1) 2,000-gallon diesel tank located at 705 S. River Road. The City also has three (3) 500-gallon diesel tanks at satellite locations throughout the city. The City does not have tank capacity to accept transport delivery.

Gasoline—Regular, Non-Leaded, 70,000 gallons, more or less. Minimum octane level 87.

Diesel Fuel—Premium—Blended—Low Sulfur, 40,000 gallons, more or less. Minimum cetane level 55, minimum cloud point shall be -4 degrees.

Diesel Fuel—Regular—Blended—Low Sulfur, 40,000 gallons, more or less. Minimum cetane level 46, minimum cloud point shall be -4 degrees.

The following specifications will be strictly adhered to:

1. The bid price per gallon of delivered gasoline must indicate whether or not State and Federal taxes are included.
2. State the following:
 - a. Base price for fuel.
 - b. Transportation cost.
 - c. Driver's fee.
 - d. Percentage of margin.
3. Price changes to the dealer must be substantiated, should changes in delivery become necessary.
4. One (1) sample calculation similar to, or the same as, invoice procedure to be used by the vendor must be submitted.
5. The Federal excise tax on gasoline must be paid by the vendor, who shall be responsible for applying for a refund.
6. Low bid may be established by a weighted average of the prices of the various fuels.
7. Supplier must state octane or cetane for all fuels, and, if applicable, state percentage of blend in diesel fuels (e.g., 20% virgin soy, 80% petroleum).
8. Lubricant level is to be stated, along with any other additives.
9. List any credit incentives available.
10. Weekly delivery at regular intervals due to limited tank volume.

11. In the event of emergencies, such as ice storm or tornados, where the generators must be continually operated, fuel shall be delivered as needed and with as little as 12 hour turn around.
12. The City of West Lafayette reserves the right to inspect all materials and workmanship and retain the right to reject all materials and workmanship not conforming to the specifications provided.
13. All materials, parts and equipment shall be in compliance with all Federal laws, laws and regulations of the State of Indiana, the City of West Lafayette and OSHA. The seller shall, at the request of the City, furnish evidence relating to certification of compliance.
14. Bidder must supply the City proof of Commercial General Liability, Automobile Liability, Worker's Compensation and Employer's Liability insurance. Consideration in reviewing the bids will be given to the type and amounts of insurance coverage maintained by the bidder. The successful bidder will be required to maintain the insurance disclosed in the bid during the term of the Agreement. The successful bidder will be required to list the City as an Additional Insured on the General Liability and Automobile Liability Policies and provide a Waiver of Subrogation as it pertains to the Commercial General Liability, Auto and Workers Compensation insurance coverage. Certificates of insurance shall be provided to the City within 30 days of the award of the contract.
15. With the agreement of the supplier, the City shall reserve the right to extend the contract with approval from the Board of Works.

The Board of Public Works and Safety expressly reserves the right to reject any and/or all bids and waive irregularities of bidding.